

ASSIGNMENT 2

Textbook Assignment: “Maintenance Administration (continued)” and “Technical Publication Library.”
Pages 2-17 through 3-29.

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| <p>2-1. What instruction details procedures for the directives issuance system?</p> <ol style="list-style-type: none">1. OPNAVINST 3710.72. OPNAVINST 4790.23. SECNAVINST 5215.14. SECNAVINST 5210.11 <p>2-2. What type of correspondence prescribes or establishes policy, method, or procedure?</p> <ol style="list-style-type: none">1. Standard letter2. Naval message3. Endorsement4. Directive <p>2-3. Periodic checklists are issued to activities that receive directives through the Navy Directive Issuance System. What is the purpose of the checklist?</p> <ol style="list-style-type: none">1. To group directives by subject matter2. To determine the currentness and completeness of an activity's set of directives3. To determine what directives are instructions and what directives are notices4. To distinguish between directives of a continuing nature and directives of a temporary nature <p>2-4. What type of Navy directive contains information of a continuing nature or requires continuing action?</p> <ol style="list-style-type: none">1. Instruction2. Notice3. Bulletin4. Order | <p>2-5. What type of Navy directive is of a onetime nature and contains information or action that is applicable for a brief period?</p> <ol style="list-style-type: none">1. Instruction2. Notice3. Bulletin4. Order <p>2-6. What type of Navy directive contains provisions for its own self-cancellation?</p> <ol style="list-style-type: none">1. Instruction2. Notice3. Bulletin4. Change <p>2-7. Instructions and notices that are issued in the Navy Directive Issuance System are similar in which of the following ways?</p> <ol style="list-style-type: none">1. They provide for their own cancellation2. They contain information of a temporary nature3. They have the same force and effect4. They contain information of a continuous nature <p>2-8. What additional information should you always include when you reference OPNAV Notice 4790?</p> <ol style="list-style-type: none">1. Date2. Office symbol3. Identification symbol4. Hull number |
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2-9. What number that is listed below identifies a notice with subject classification number 4790?

1. 4790.1
2. 4790/1
3. 4790-1
4. 4790

- A. Represents the subject of a document
- B. Provides a method of filing and identifying correspondence
- C. Identifies 15 subjects groups
- D. Appears on standard letters

Figure 2-A

2-10. Your activity issues an original instruction with a subject classification number 5440. The instruction is the third instruction that is issued on the same subject and is classified Confidential. What should the identifier be for this third instruction?

1. 3-5440
2. 3-C5440
3. C5440.3
4. 5440.3C

2-11. What type of communication is used for formal and informal communications and automatically provides a record of the communication?

1. Telephone
2. Facsimile (fax) transmission
3. Electronic mail (e-mail)
4. Intercom system

2-12. Which of the following is a characteristic of a fax machine copy?

1. The copy carries the same authority as the original document
2. The cost of faxing a large document is relatively inexpensive
3. There are no security concerns
4. Large volumes of information may be stored

IN ANSWERING QUESTION 2-13, REFER TO FIGURE 2-A.

2-13. An SSIC serves what functions?

1. A and B only
2. B and D only
3. A, B, and D only
4. A, B, C, and D

2-14. In NAVAIR designation 7810.2, what is indicated by the .2?

1. The first change to NAVAIRINST 7810.2
2. The second amendment that NAVAIR has issued under the subject classification number 7810
3. The second change to NAVAIRINST 7810
4. The second instruction that NAVAIR has issued under the subject classification number 7810

2-15. What type of file should maintenance administration maintain to list reports that have a recurring reporting requirement?

1. Master maintenance message board file
2. Tickler file
3. ETR file
4. XRAY file

- 2-16. What type of training should be accomplished under the supervision of experienced personnel during actual performance of a maintenance task?
1. Computer-based training (CBT)
 2. MTIP
 3. Classroom formal training
 4. On-the-job training
- 2-17. What publication or type of publication provides a listing of assigned alphanumeric codes for the identification of equipment?
1. NAVSUP Pub 2002
 2. OPNAVINST 5442.4
 3. WUC manual
 4. MIM
- 2-18. What type of publication provides a basis for scheduling, planning and performing scheduled maintenance tasks?
1. IPB
 2. SRM
 3. WUC
 4. PMS
- 2-19. To what type of publication should you refer to obtain information about forced component removal items and replacement intervals?
1. PMIC
 2. MIM
 3. IPB
 4. SRM
- 2-20. To what publication should you refer for source, maintenance, and recoverability codes?
1. SRM
 2. IPB
 3. WUC
 4. MIM
- 2-21. What type of publication contains a description of a weapons system and instruction for its effective use?
1. Maintenance
 2. Turnaround
 3. Operational
 4. Inspection
- 2-22. What NAVAIR technical publication number prefix identifies an aircraft/airframe publication?
1. 00
 2. 01
 3. 02
 4. 03
- 2-23. What technical manual numbering system is patterned after a 13-digit national stock number?
1. Decimal
 2. Conventional
 3. TMINS
 4. Digital
- 2-24. What publication contains a listing of published TDs as they apply to a particular aircraft?
1. NAVAIR 00-25-100
 2. NAVAIR 00-25-300
 3. NAVAIR 00-500C
 4. NAVAIR 00-500A
- 2-25. What publication should be used to ensure that all existing changes have been incorporated in an airborne weapons checklist?
1. NAVSUP PUB 2002
 2. OPNAVINST 4790.2
 3. NAVAIR 00-500C
 4. NAVAIR 01-700

QUESTIONS 2-26 THROUGH 2-37 RELATE TO THE TPL OPERATION AND THE TECHNICAL DIRECTIVE SYSTEM.

- 2-26. What publication or instruction contains policies and procedures governing the TD system?
1. NAVAIR 00-25-100
 2. NAVAIR 00-25-300
 3. NAVAIR 00-25DRT-1
 4. NAVAIR 00-500C
- 2-27. Which of the following is a policy or procedure concerning TDs.
1. When a TD is received, route copies to all work centers
 2. The TD system is the only authorizing method for directing accomplishment of equipment modification
 3. When a TD is received, route the TD directly to the action work center
 4. Cancellation of a TD is the process by which the TD is removed from the active file after its incorporation
- 2-28. What type of TD should be issued when an equipment situation is critical and the TD requires immediate distribution?
1. Rapid action change
 2. Interim change
 3. Hazardous material
 4. Interim rapid action
- 2-29. Which of the following TDs will be superseded by a formal TD?
1. IAFC 216
 2. AVC 2030
 3. AFB 191
 4. RAC 34
- 2-30. What type of TD is normally issued by naval message and directs a onetime inspection to determine if a given condition exist?
1. Instruction
 2. Change
 3. Order
 4. Bulletin
- 2-31. TDs are categorized into groups based on what criteria?
1. Urgency and frequency only
 2. Urgency, frequency and type only
 3. Type and purpose only
 4. Type, purpose, and urgency
- 2-32. What category of TD is used when a configuration change was incorporated before the TD was officially issued?
1. Record purpose
 2. Routine
 3. Urgent
 4. Immediate
- 2-33. What are the priority categories for TDs?
1. Record purpose and rapid
 2. Urgent and rapid action
 3. Urgent and immediate only
 4. Record purpose, urgent, immediate, and routine
- 2-34. A TD may have only so many amendments before it must be revised. A TD must be revised after what amendment has been issued?
1. Amendment A
 2. Amendment B
 3. Amendment C
 4. Amendment D

- 2-35. What methods are used to update TDs?
1. Rapid action change and interim change
 2. Amendment and rapid action minor engineering change
 3. Rapid action change and change recommendations
 4. Revision and amendment
- 2-36. Which of the following is a procedure concerning TDs?
1. Supersede is the process by which TDs are placed in the active file
 2. A TD may be cancelled after it incorporated
 3. Once TD is incorporated, it may not be cancelled
 4. An amendment is used to cancel other amendments
- 2-37. Stock numbers for ordering TDs should be found in what document or publication?
1. ADRL
 2. NAVAIR 00-500C
 3. NAVSUP Pub 2002
 4. OPNAVINST 4790.2
- 2-38. As the CTPL librarian, to what division are you assigned?
1. Maintenance
 2. Quality assurance
 3. Avionics
 4. Administration
- 2-39. Which of the following duties is your responsibility as the CTPL librarian?
1. Ordering publications for work centers
 2. Distributing technical publications, changes, and revisions to work centers
 3. Verifying the weekly summary of issued TDs
 4. Each of the above
- 2-40. What type of technical publication library is located in the power plants and airframes work centers?
1. External
 2. Secondary
 3. Dispersed
 4. Subsidiary
- 2-41. Airframes needs an extra copy of the Corrosion Prevention publication. What document should you refer to for requisitioning procedures?
1. NAVAIR 00-25-100
 2. NAVAIR 00-25-300
 3. NAVAIR 00-25DRT-1
 4. NAVAIR 00-25T-1

You are attached to VS-21 homeported at NAS East Coast and are assigned as the CTPL librarian. Your duties include, but are not limited to, establishing a CTPL, providing TPL training work center librarians, and requisitioning (ordering) technical publications, changes, and revisions.

Figure 2-B

IN ANSWERING QUESTIONS 2-38 THROUGH 2-48, REFER TO FIGURE 2-B, THE TEXTBOOK, AND FIGURES AND REFERENCES USED IN THE TEXTBOOK.

- 2-42. Which of the following is a feature of the TPL program?
1. Use of the CECR form is not required for activities that use the TPL program
 2. CTPL operating procedures outlined in NAVAIR 00-25-100 take precedence over procedures used in the TPL program
 3. The TPL program is mandatory for all activities with automatic distribution requirements of 10 or less publications
 4. The TPL program tracks all changes and revisions for dispersed libraries
- 2-43. Of the following documents, which one or ones are required for activities that use the automatic TPL program?
1. CECR only
 2. ADRL only
 3. CECR and ADRL
 4. NWPL catalog card
- 2-44. What publication should you refer to for the latest change or revision date of the Corrosion Prevention Manual?
1. NAVAIR 00-500A
 2. NAVAIR 00-500C
 3. NAVSUP Pub 2002
 4. NAVSUP Pub 1205
- 2-45. To what document should you refer to verify if the Corrosion Prevention Manual is currently on automatic distribution?
1. NAVSUP Pub 2002
 2. AIL
 3. NAVAIR 00-25DRT-1
 4. ADRL
- 2-46. You discover an error in the quantity of a publication that is being received. What document should you submit to correct the discrepancy?
1. NAVSUP Pub 2002
 2. CAT 2 TPDR
 3. ADRL
 4. CAT 1 TPDR message
- 2-47. The correct number of Corrosion Prevention manuals are being received. What method should you use to order an extra copy?
1. Special request
 2. Onetime request
 3. AIL update
 4. ADRL update
- 2-48. What method or methods can be used to obtain the extra copy of the Corrosion Prevention manual?
1. DD Form 1348 only
 2. DAAS message only
 3. SALTS only
 4. DD Form 1348, DAAS message, and SALTS
- 2-49. What information should you stamp on the cover page of all changes and revisions that you receive?
1. Activity only
 2. Location only
 3. Copy number only
 4. Activity, location, and copy number
- 2-50. The revision you received was issued because what minimum percentage of the technical publication was affected by a change?
1. 30%
 2. 40%
 3. 50%
 4. 60%

- 2-51. Which of the following is a policy concerning change to the technical publication?
1. A change consists of replacement pages to part of an existing publication
 2. A change is a complete rewrite of an existing publication
 3. A pen-and-ink change is permissible when an interim change is incorporated
 4. An interim change that affects a CD-ROM disk requires no action
- 2-52. Why was an IRAC selected as the means to disseminate technical publication change information?
1. It is the most cost-effective means
 2. It is the fastest means
 3. It is the most efficient means
 4. It is the only authorized means
- 2-53. What is the disposition of the IRAC after it has been incorporated in a technical publication?
1. Destroyed
 2. Forwarded to maintenance control
 3. Filed in a binder labeled "IRACs"
 4. Stored behind the title page of the affected publication
- 2-54. How long should you maintain IRAC 28 on file in the CTPL?
1. Until directed by higher authority
 2. Until the publication is completely re-written
 3. Until the publication is cancelled
 4. Until receipt of the formal RAC
- 2-55. Which of the following is an action that the technical library should take with regard to text in a technical manual that is affected by an IRAC?
1. Place the letter C in the left margin opposite the text
 2. Rewrite the text in blue or black ink
 3. Draw a vertical black line in the margin opposite the text
 4. Cut and paste or tape the change over the text
- 2-56. Which of the following items of information should be annotated on a page affected by an IRAC?
1. IRAC number with its date-time group
 2. Issuing authority
 3. Location
 4. Copy number
- 2-57. During incorporation of a change in one of your CTPL's publications, you notice that an interim change is missing. To what document should you refer to find which interim changes have been issued but not yet received?
1. Automatic distribution requirements listing
 2. Audit inventory list
 3. Weekly summary of issued TDs
 4. IRAC Tracker
- 2-58. What part of the change entry certification record should you retain on file after incorporation of the IRAC 28?
1. Part 1
 2. Part 2

- 2-59. What page of a technical publication lists all changes and revisions issued since the original date of the publication?
1. Cover page
 2. Page 1
 3. List of effective pages
 4. Introductory page
- 2-60. What form should you issue to ensure that IRAC 28 is routed to Airframes?
1. DD Form 1348
 2. DD Form 1205
 3. CECR, OPNAV 5070/12
 4. OPNAV Form 3710/6
- 2-61. Four copies of NAVAIR 01-1A-509 are located in dispersed libraries. You received Changes 4, 5, and 6 for all four copies of this publication. How many CECRs should you issue to track these three changes to all four copies?
1. 12
 2. 7
 3. 8
 4. 4
- 2-62. The Airframes work center must incorporate IRAC 28 within what number of days?
1. 1 day
 2. 2 days
 3. 3 days
 4. 4 days
- 2-63. On what form or list should you record incorporation of the CTPL's copy of IRAC 28?
1. CECR, Part 1
 2. CECR, Part 2
 3. ADRL
- 2-64. To what directive should you refer for information on how to manage classified publications in a technical publication library?
1. Department of the Navy Security Classification Guides, OPNAVINST 5513.1
 2. Navy Physical Security, OPNAVINST 5530.14
 3. Department of the Navy Personnel Security Program, SECNAVINST 5510.30
 4. Department of the Navy (DON) Information Security Program (ISP) Regulation, SECNAVINST 5510.36
- 2-65. Which of the following situations requires that the CTPL be audited?
1. An activity's mission changes
 2. CTPL librarian transfers
 3. Whenever directed by higher authority
 4. Each of the above
- 2-66. What checklist should be used for an audit of the CTPL?
1. Physical security checklist
 2. Computerized self-evaluation checklist
 3. Turnaround checklist
 4. Pocket checklist
- 2-67. CTPL audit results and corrective actions that were taken should be maintained in what location?
1. CTPL tickler files
 2. CTPL transaction file
 3. QA quarterly work center audit file
 4. QA trend analysis files

2-68. Which of the following organizational components or personnel has responsibility for quarterly audits of work center libraries?

1. Individual work centers
2. Maintenance administration
3. CTPL librarian
4. Maintenance control

2-69. Which of the following should be reviewed during the work center quarterly audit?

1. Condition of publications
2. Proper handling of TDs
3. Proper storage of classified publications
4. Each of the above

Power Plants and Airframes discover deficiencies in technical publications while making changes and using the publications

Figure 2-E

IN ANSWERING QUESTIONS 2-70 THROUGH 2-75, REFER TO FIGURE 2-E.

2-70. During incorporation of a change to a technical manual the power plants supervisor informed you that a publication has a technical information deficiencies that could affect safety of flight. What program governs the appropriate course of action?

1. NAMDRP
2. IMRL
3. ICRL
4. CTPL

2-71. What format or form should be used to report deficiencies in tactical publications?

1. SALTS
2. OPNAV Form 3710/6
3. OPNAV Form 4790/66
4. CAT 1 priority message

2-72. What report should be used to report this deficiency?

1. QDR
2. HMR
3. TPDR
4. EI

2-73. What format or form should use to report this deficiency?

1. OPNAV Form 3710/6
2. OPNAV Form 4790/66
3. CAT 1 TPDR priority naval message
4. SALTS

2-74. Airframes has informed you that one of their publications has incorrect part numbers. What methods should be used to report this deficiency?

1. CAT 1 TPDR priority naval message
2. Rapid action minor engineering change
3. OPNAV Form 3710/6
4. CAT 2 TPDR

2-75. After getting confirmation that the deficiency report has been received, what method, if any, should you use to correct the erroneous information in a publication?

1. Use whiteout or correction tape to remove the incorrect information and leave blank until receipt of a formal change
2. Type the correct information in the margins opposite the affected text
3. Pen-and-ink correction
4. None